Activity: **4.1**
                     Develop Software Configuration Management Plan

Responsibility: Project Manager

Description: Configuration management is a set of procedures used to control changes to the project during all stages of the software lifecycle. A Software Configuration Management Plan that describes the configuration management procedures is required for each software project. Based on the complexity of the project and the anticipated volume of changes, a plan can be developed for a specific project, an existing plan can be modified to suit the requirements of a project, or a plan can be developed to manage all of the projects supporting a particular system owner's organization.

                     The plan is developed early in the lifecycle to ensure the control of changes as soon as the project requirements are approved and baselined. In this stage, the plan addresses activities that are platform independent, such as identifying the items that will be placed under configuration management. As the project progresses through the lifecycle stages, the plan is expanded to reflect platform specific activities.

Work Product: Prepare a Software Configuration Management Plan document if an existing plan is not available or applicable for the project. Place a copy of the Software Configuration Management Plan in the Project File.

Review Process: Conduct a structured walkthrough to validate that the configuration management approach, the configuration identification, change control, status accounting, and auditing procedures are appropriate for the project.